

## **ASSISTANT FIRE PREVENTION CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a position, the primary duties of which are assisting in the organization and direction of all activities of the fire prevention division. The Assistant Fire Prevention Chief performs any administrative duties assigned by the Fire Prevention Chief, assists in records-keeping and report preparation, and assists in directing the inspection, fire prevention, and public fire education work performed by subordinate employees. The employee of this class works with a high degree of independence in the performance of assigned duties, with work reviewed by the Fire Prevention Chief. This class ranks directly below that of Fire Prevention Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Prevention Chief in organizing the division, including making decisions concerning the use of equipment and the deployment of personnel. Recommends management policies goals, and objectives for the division. Assists in conducting research and in overseeing the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the jurisdiction improve ISO ratings. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in policies and procedures are needed. Maintains a reference library on inspection and fire prevention education topics.

Reviews incoming communications for the division and either handles the matter personally or assigns it to the appropriate subordinate. Writes letters to handle problems or to address needs of the division. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Receives requests for the release of fire prevention records, evaluates the request, and approves or disapproves the request according to applicable laws and department policy.

Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance. Serves as division representative to the news media, releasing information and answering questions concerning the work of the division. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services.

Reviews work to be done and delegates assignments to subordinates, providing them with the supplies, tools, and resources necessary. Monitors work pace and progress of assigned jobs. Inspects the appearance of assigned equipment and personnel. Sets work schedules and approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, and handles employee complaints and grievances.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, inspecting functional aspects of fire detection and alarm systems, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, inspecting heating, ventilating, and air-conditioning systems and cooking equipment, determining that buildings meet fire resistance requirements for their construction type, evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load. Estimates the fire load of a building and assigns a fire load classification.

Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures.

Participates in selecting program components and objectives for fire prevention education programs. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be an incumbent in the class of Fire Inspector II. Must be a regular and permanent employee in the class of Fire Inspector II for immediately preceding application to the board.

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